

8.68.00.00 - OTHER ACQUISITION PAYMENT REQUESTS

8.68.01.00 Payment Requests in Condemnation Cases

Payment for right of way may be made from capital outlay funds on court orders covering judgments in condemnation. The Districts are authorized to make such payment; however, Caltrans Legal should immediately advise District R/W of this action by FAX. Right of Way will process the payment request by RW 9-20 (Condemnation Check Request-Invoice). District R/W The RW 9-20 shall contain complete information with respect to the identification of the condemnation suit, county, route and kilometer post (post mile), suit parcel number, expenditure authorization number, and amount of deposit. A receipt for the amount paid and a certified copy of the judgment shall be obtained from the county clerk.

8.68.02.00 Miscellaneous Court Deposits

Payment requests for jury fees, court reporter, etc., require supporting documents such as invoices. Payment requests are processed through the Planning and Management office. A receipt should be obtained at the time the payment is made. Where a deposit covering court costs is made, the clerk of the court should be informed that the State Controller requires an itemized voucher for the exact amount of the disbursement and, therefore, it will be necessary to substitute an itemized and receipted statement in triplicate for the original receipt after the case has been tried and the actual amount and nature of the disbursement has been determined.

The detailed receipted statement for the net amount of the expenditure will be scheduled for reimbursement of the Revolving Fund Account.

A court refund of any unused balance of a deposit will be sent to Accounting.

8.68.03.00 Deposit With Federal Housing Administration

All deposits made to the Federal Housing Administration, to cover appraisal expenses in connection with the securing of releases or reconveyances, will be advanced from the Revolving Fund Account, regardless of whether the cost of the appraisal is to be assumed by the State or by the grantor. Since the deposit required represents a fixed

charge, no portion will be refunded. A receipt will be obtained for each deposit made.

Regardless of whether or not the State is to assume the expense, the Revolving Fund Account will be reimbursed by means of a claim schedule using the receipt as a voucher.

If the grantor is to assume the expense, the advance will be set up in accounts receivable.

8.68.04.00 Bid Deposits in Sales of Bankrupt Estates; Administrator's Sales; Payments for Tax-Deeded Lands

Advance payments or security deposits required in these three types of transactions will be advanced from the Revolving Fund Account and allowed to remain outstanding until final settlement has been determined and payment of any additional amount required has been made from the Revolving Fund Account. Then, the net amount of the expenditure will be scheduled for reimbursement of the Revolving Fund Account. Itemized receipts or vouchers must accompany reimbursement schedules.

See Sections 8.63.10.01 and 8.24.08.00.

8.68.05.00 Payment of Notary and Recording Fees

Notary fees may be advanced from the Revolving Fund Account when the fee is part of the consideration for property acquired or to be acquired. This has particular reference to donations of right of way by grantors, but is not necessarily limited to such cases if the assumption of the fee by the State is a part of the consideration for the execution of the deed or other instrument conveying or clearing title to property. The fact that the notary and recording fees are a part of the consideration must be specifically stated on the invoices when it is scheduled. The claim must be supported by a receipt from the notary. (See Section 8.24.08.00.)

8.68.06.00 General Day Labor Expenditures

When work is to be performed by maintenance personnel in fulfillment of a right of way obligation subsequent to the completion of a construction project, payment shall be charged to the Right of Way Capital Program via Account 767, Interfunction

Service Suspense. (See Chapter 15 of the Accounting Manual.)